



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY
Vacancy Announcement #2017-08

Position Type:	Judicial Assistant to Chief Judge Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, Minnesota
Posting Date:	March 31, 2017
Classification:	JSP 10 Promotion potential to JSP 11
Salary Range:	\$58,452 – \$75,991 Depending on Qualifications
Closing Date:	All applications will be given consideration commencing April 17 until the position is filled
Area of Consideration:	Open to all sources

OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

INTRODUCTION

This position is located in the U.S. Courthouse in Minneapolis, Minnesota. The incumbent's office is in the Chief Judge's chambers. The incumbent is responsible for the daily operation of judicial chambers and provides a wide range of highly advanced executive support functions and senior-level secretarial and administrative assistant duties for the Chief Judge. The position requires confidentiality and discretion, and will include scheduling work flow, appointments and meetings, research and preparation of data and information, emailing, preparing reports, drafting correspondence, coordinating the hiring of law clerks and externs, organizing programs and receptions, arranging and maintaining the Chief Judge's travel itineraries, copying, filing, and management of the day-to-day operations of the office. The ideal candidate will display initiative, good judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities, excellent organizational skills and a strong work ethic.

REPRESENTATIVE DUTIES

- Perform administrative duties, including using computer applications to prepare documents, reports and correspondence. Assist in the review of documents for completeness and accuracy, ensure the judge has all necessary materials and is timely for meetings/appointments/conference calls, and other related duties.
- Receive, screen, and refer or answer inquiries received via telephone, email or in person to appropriate personnel, professionally representing the chambers as the first, and sometimes only, contact with customers. Respond to basic questions related to the status and scheduling of cases.
- Arrange and manage the judge's appointment schedule by planning, scheduling, confirming details, and coordinating meetings, conferences, teleconferences, and travel. Continuously update and coordinate schedule with the judge and appropriate persons.
- Develop and initiate procedures to facilitate management of the judge's emails and other communications. Keep the judge informed of significant and important items requiring review or action, and calls attention to deadlines.
- Gather information, obtain documents, background information, and other dates for administrative and judicial reports, meetings, conferences, presentations, and other uses.
- Prepare annual and statistical reports. Timely prepare and fulfill all reporting requirements for the judge, including but not limited to, Non-Case Related Travel Report, Financial Disclosure Report, and Privately-Funded Education Programs Report.
- Compose, prepare, and send written and/or electronic correspondence for the judge.
- Schedule and coordinate projects, set priorities, and adapt to changing priorities.
- Provide support to the judge for committee work and assist the judge in preparation of presentation materials.

- Arrange transportation and travel accommodations for the judge, ensure appropriate travel authorization is secured, and prepare travel vouchers. Register the judge for attendance at various conferences and events. Schedule presentations for the judge, organize and coordinate receptions with court personnel. Responsible for ensuring travel and reimbursement expenses are in accordance with the court's travel policies and regulations.
- Initiate and maintain extensive files and records (electronic and paper) for case filings, correspondence, committee work, publications, reports, data forms and other documents.
- Provide historical reference by developing and utilizing filing and retrieval systems.
- Distribute information to law clerks or other personnel as directed by the judge. Oversee the extern and law clerk hiring process for review by the judge. Prepare paperwork for all incoming and outgoing externs and law clerks for submission to Human Resources. Provide orientation to law clerks and judicial externs regarding policies and procedures; monitor and manage law clerk and courtroom deputy's benefit time usage. Process Board of Admissions forms for former externs and law clerks.
- Assist in guiding orders and other documents through the editing process. Edit, proofread, and review court orders for correctness with respect to spelling, grammar, punctuation, content, quoted material, math accuracy, *The Bluebook: A Uniform System of Citation* manual, style and organization. Work with law clerks to address procedural oversight to maintain the confidentiality of sensitive material in documents. Finalize orders for the judge's signature and docket orders.
- Perform docketing functions and run reports in the national automated case management system (CM/ECF).
- Advise judge and his law clerks of potential ethical conflicts.
- Assist the judge in monitoring continuing legal education requirements.
- Thorough knowledge of J-Net, Guide to Judiciary Policy, Code of Conduct for United States Judges, Code of Conduct for Judicial Employees, and Ethics Opinions.
- Maintain and update chambers' library material.
- Serve as an office manager for chambers, overseeing daily operations.
- Act as courtroom deputy for hearings as necessary. Handle case management issues in the courtroom deputy's absence from office.
- Other duties as assigned.

ENVIRONMENTAL DEMANDS

- Work is performed in an office setting.
- Ability to perform duties outside of regular business hours when necessary.
- Ability to travel on an as needed basis.

JOB QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Two years of general administrative and clerical experience, and at least five years of specialized experience in law-related or court-related matters. A Bachelor of Arts degree may be substituted for two years of general experience.
- Superior verbal and written communication skills, including superior editing and proofreading skills, and good mathematical aptitude. Ability to proofread is required.
- Excellent organization skills and the ability to perform duties with effective prioritization and execution under pressure.
- Ability to work independently, anticipate needs and problems, and maintain drive and commitment to do whatever it takes to complete assignments.
- Proficient computer skills, including Word and Microsoft Office Suite. Must have the ability to readily adapt to changing technologies and learn new systems as needed.
- Ability to maintain strict confidentiality of all office and judicial matters.

PREFERRED QUALIFICATIONS

- College degree preferred, high school diploma or equivalent required.
- Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information and exercise discretion at all times.
- High degree of interpersonal skill in dealing with court staff, federal agency officials, and the public.
- Demonstrated ability to exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an employee of the judiciary.
- Demonstrated knowledge of and skill in, using personal computers and applications, such as word processing, spreadsheets, e-mail and the internet. Microsoft Office Suite, Lotus Notes, PowerPoint, Microsoft Publisher, WordPerfect and the federal courts' Case Management/Electronic Case Files (CM/ECF) system experience preferred.
- Demonstrated written communication skills, oral communication skills, proofreading and accuracy in checking edits, quotations and legal citations.
- Demonstrated ability to plan, organize and prioritize multiple assignments and responsibilities in a fast-paced environment.
- Demonstrated organizational skills and an eye for detail.
- Demonstrated proficiency and accuracy in office protocols and administrative practices such as calendaring, travel planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, telephone usage, and equipment maintenance.
- Demonstrated initiative and willingness to accept responsibility.
- Demonstrated a strong sense of personal and professional integrity and the ability to work well with professional legal staff and court personnel.
- Demonstrated ability to meet short deadlines in high-pressure situations.
- Demonstrated legal research and/or cite checking skills and familiarity with legal databases, such as Lexis, Westlaw, and the federal courts' Case Management/Electronic Case Files (CM/ECF).

CONDITIONS OF EMPLOYMENT

The United States District Court requires employees to adhere to a Code of Conduct Policy. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI fingerprints and background investigation, including criminal history. The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid annual and sick leave, health insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employer's matching contributions.

APPLICATION PROCESS

Qualified candidates should email cover letter, resume and three professional references to:

hr-usdc@mnd.uscourts.gov

Please enter “Application for Judicial Assistant to Chief Judge Position” in the email subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the judge may select a candidate from the qualified applicants.

An Equal Opportunity Employer